

State of Michigan

Department of Management and Budget

Space Estimator (Page 1 of 4)

(Must be submitted with your 618)

Office Work Area Requirements

Agency: Design & Construction Department: DMB Location: UP			Contact Person: Telephone: Email:			Creation Date: Revised Date:				
					Current Space Needs		Future Space Needs			
Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff	Total Net Work Area	Comments (Required when using User Override)
Department Director	Enclosed Office	350		x		0		0	0	
Chief Deputy Director (19 & above)	Enclosed Office	250		x		0		0	0	
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x		0		0	0	
Division Heads or Chiefs, Agency Director (17 & above)	Enclosed Office	180		x	1	0	0	1	0	
Special Designation Office (requires justification)	Enclosed Office	150	300	x	1	300	0	1	300	Office space will be utilized for maintaining records and files for all Upper Peninsula Design & construction Contracts and Plan Review. In addition to being the UP Project Director's Office.
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0	
Supervisors	Open Office	80		x		0		0	0	
Professionals, Technicians	Open Office	80		x		0		0	0	
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0	
Hotelling Space	Shared Open Office	20		x		0		0		
					Total Current Work Area Requirements		Total Future Work Area Requirements			
					Staff	Area	Staff	Area		
					1	300	2	300		

State of Michigan

Department of Management and Budget
 Space Estimator (Page 2 of 4)
 (Must be submitted with your 618)

Special Support Area Requirements

Agency: Design & Construction		Contact Person:			Creation Date:		
Department: DMB		Telephone:			Revised Date:		
Location: UP		Email:					
Public Use Space					Space Needs		Comments
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	
Reception Area	N/A	0	x	N/A	0	0	
Service Counter/Waiting Area	N/A	0	x	N/A	0	0	
Security Guard Station	N/A		x	N/A		0	
Interview Rooms	120		x	N/A		0	
Public Access Toilet Facilities	80	80	x	N/A	1	80	Employee must have access to toilets
TOTAL PUBLIC USE SPACE:						80	
Conference & Meeting Space					User Override Number of Areas	Total Area	Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas			
Conference (40+ Person)	800	N/A	x	0		0	
Conference (10-12 Person)	225	N/A	x	0	0	0	
Conference (6-8 Person)	150	N/A	x	0		0	
Conference (2-4 Person)	100	N/A	x	1	0	100	
Team Work Area	120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:						100	
Special Use Space					User Override Number of Areas	Total Area	Comments (Required when using User Override)
Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas			
Mail Area	80		x	1		80	
Records & Storage	100		x	0		0	
Copy / Fax Area	36	N/A	x	1		36	
Recycling Station	36	N/A	x	1		36	
Lunch / Break Room	100	0	x	0	0	0	Employee will utilize private office space for eating.
First Aid Room	120		x	0		0	
Unassigned Filing	9	N/A	x	1	0	9	300 Square foot office to include file space
LAN / Telecommunications Closet	150		x	1		150	
TOTAL SPECIAL USE SPACE:						311	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS						491	

State of Michigan

Department of Management and Budget
 Space Estimator (Page 4 of 4)
 (Must be submitted with your 618)

Summary Page

Agency: Design & Construction		Contact Person:		Date:	
Department: DMB		Telephone:		Date Revised:	
Location: UP		Email:		DMB Project Number:	
		Current Space Needs		Future Space Needs	
		Staff	Area	Staff	Area
Office Work Area Requirements					Comments
Enclosed Office		1	300	2	300
Open Office		0	0	0	0
TOTAL NET WORK AREA REQUIREMENTS:		1	300	2	300
					75% net/usable ratio
				Space Needs	Comments
Special Support Area Requirements				Area	
Public Use Area				80	75% net/usable ratio
Conference & Meeting Area					
Special Use Area				0	
User Defined Area				0	
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:				80	Access to toilet
TOTAL NET OFFICE SPACE REQUIREMENTS:				380	